

RUTH ANN BEIDEMAN, CHAIRPERSON
LINDA FORTE
ANTIONETTE JOHNSON
JAMIE MAGEE
CATHY PARKER



SCOTT PHILLIPS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Conference Planning Subcommittee Meeting

October 15, 2018

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, October 15, 2018, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

**Will Childers
Linda Forte
Jamie Magee**

**Linda Rogers
Larry Savage
Helen Smith**

Call to Order

Jamie Magee, Subcommittee Vice Chair, called the meeting to order at 10:10 a.m.

Approval of Agenda

A Motion was made by Helen Smith, seconded by Larry Savage, to approve the Agenda as posted. Motion Adopted by Voice Vote.

Approval of Minutes

A Motion was made by Linda Forte, seconded by Linda Rogers, to approve the minutes of September 17, 2018, as distributed. Motion Adopted by Voice Vote.

Planning for Conference

- **Jamie Magee reviewed the suggestions from Amber Woodland which were read and voted on at the September 17th meeting. Ms. Magee advised that Ms. Woodland has arranged for speakers from the Southern Delaware Estate Planning Council, a nonprofit organization, to participate in the conference.**
- **Linda Rogers read an email she received from Amber Woodland stating that she has invited Master Pat Griffin to be the keynote speaker at the conference.**



Ms. Woodland also stated in her email that she has spoken with Parsell Funeral Homes and they will provide a representative for the afternoon panel who can address both human and pet arrangements. They will probably want to reserve a vendor table as well, which they will receive free of charge as a participant in the conference. Procino-Wells & Woodland would also like to reserve a vendor table, and Ms. Woodland would like to start work on the “Save The Date” flier once the Subcommittee decides on a title for the conference.

- Discussion was held regarding the two main ideas for the conference title that have been proposed thus far. The first suggestion is “Get Your Ducks in a Row.” Everyone seemed to like this title, since most people would instantly recognize what the conference will be about. However, it was felt that using the word “get” is too much of a command, and perhaps “Getting Your Ducks in a Row” would be better.

The second idea, “Kicking the Bucket: A Different Kind of Bucket List,” is also catchy, but maybe a bit grim and too long. Will Childers suggested combining the two ideas: “Getting Your Ducks in a Row: A Different Bucket List.” Everyone liked his idea. Jamie Magee asked if there were any other suggestions for the title and there were none.

A Motion was made by Will Childers, seconded by Helen Smith, to adopt “Getting Your Ducks in a Row: A Different Bucket List” as the title of the 2019 conference. Motion Adopted by Voice Vote.

- Will Childers introduced Pastor Dupree Johnson, Community Outreach Resource person for ABC Home Healthcare and pastor in Georgetown. He has planned a number of conferences and suggested there are companies that are willing to sponsor educational conferences. Pastor Johnson volunteered to work with Will Childers on getting the “Save The Date” fliers out to the churches in Sussex County. The suggestion was also made to contact Schell Brothers, as they have seven 55+ communities in Sussex County.
- Both the fee to register for the conference and vendor fees were discussed. Some members feel the conference should be free, since expenses will not be as great this year as last. However, it was noted that in the past when there was no fee to attend, people signed up to come and then did not show. If a fee is charged, even as little as \$5.00, people feel they have invested in it and are more likely to attend. It was pointed out that maybe the vendor fees need to be lower since the conference is only a half day.
- Will Childers will work on a draft of the letter to be sent out to potential vendors and present it at the November meeting.

Mr. Childers suggested that vendors be allowed to be a sponsor if they so choose. There could be \$300 or \$500 sponsors, and as a sponsor they would get their vendor table free. Lunch sponsors to help defray the cost of the food for the

brunch buffet at Crossroad Community Church were proposed as well. County Administrator Todd Lawson will need to be consulted to see if sponsorships are permitted.

- Will Childers will use part of his ad space in the Women's Journal to help promote the conference.
- Door Prizes - Will Childers is donating a TV. It was debated whether to have other door prizes, or if one large door prize is sufficient. Several people liked the idea of smaller prizes too; that way, more than one person would have a chance to win something. An announcement could be made urging everyone to visit the vendor tables, as many vendors will have door prizes to be given away. Instead of drawing all the door prizes at the end, a few smaller prizes could be drawn during brunch, and the remaining prizes could be given away toward the end of the conference by each vendor that provided one. Then everyone would need to check their numbers with the vendors on their way out. The TV drawing would be held at the close of the conference to tempt everyone to stay.

Door prizes from the vendors will be strictly voluntary. The vendor letter may suggest a price of \$25.00, although some felt it should be up to each vendor to decide on the amount of the prize.

- Barbie McDaniel reported that Bruce Emmert has agreed to be a part of the afternoon panel.
- Will Childers suggested that a budget be developed for the conference...how much money should be raised, how much should be spent on the conference, etc.
- Two to three "Save The Date" fliers were proposed, with the first flier going out in early January.
- Assignments for Next Meeting

- Jamie Magee will:

- email Kari Souder at Crossroad Community Church to see what the maximum number of vendors can be.
- speak with Todd Lawson to see if sponsors are allowed and if the County Council would be willing to pay the postage for a mass "Save The Date" mailing.
- contact Scott Phillips to see if he has the names and addresses from Eventbrite of people who have attended in the past.
- contact Ruth Ann Beideman to see if she agrees with charging a \$5.00 registration fee for the 2019 conference.

- **Subcommittee members should be prepared to discuss the charge for vendors, what the registration fee should be, and what the budget should look like.**

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, November 19, 2018, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware, following the regularly scheduled Advisory Committee meeting.

Adjourn

A Motion was made by Larry Savage, seconded by Linda Rogers, to adjourn at 11:40 a.m. Motion Adopted by Voice Vote.

Respectfully submitted,

**Helen Smith, Secretary
Advisory Committee on Aging & Adults with
Physical Disabilities for Sussex County**